



PITTSBURGH SCHOOL OF MASSAGE THERAPY

Continuing Education Policy

Revised March 17, 2022

Registration is to be conducted on-line using the registration link provided on the course announcement. Make sure that you provide your current, valid email address when registering, as the confirmation letter and certificate of completion will both be sent to this email address. Printed certificates of completion will not be issued. No registrations for workshops will be accepted after the Friday before one week prior to the start of the workshop. If there are any issues with registering in this manner, email ce@massageschoolpittsburgh.com.

Full payment is due upon registration for any workshop. The price for the workshop is noted on the course announcement, and no discounts may be applied.

In order to register for any Pittsburgh School of Massage Therapy sponsored continuing education workshop, you must be in good standing with the School. This means that any financial obligations to the School are up to date. If you are not in good standing and you register for a continuing education workshop, your registration will be cancelled, and your payment will be refunded less a \$25 processing fee.

The wearing of masks is optional at the Pittsburgh School of Massage Therapy. Masking is highly recommended for people who are not vaccinated or boosted, or those who feel more comfortable doing so. We will continue to track the CDC and will reinstate masking if levels become high in Allegheny County. All presenters and attendees will complete a Health & Safety Pledge.

The Pittsburgh School of Massage Therapy will require continuing education attendees to bring their own massage tables, if required for the workshop. Presenters and attendees shall use disinfectant spray and wipe down any School owned equipment that is used during the workshop, including but not limited to DVD/TV remotes, chairs, tables, door handles and light switches.

Occasionally we do have to cancel workshops due to low enrollment. If a workshop is cancelled by the School for any reason, our liability is limited to a return of the registration paid. If you cancel your participation within 21 days of the workshop, there will be no refund of your registration. If you cancel more than 21 days before the workshop, the balance of your registration will be refunded less a \$25 processing fee. If you do not show up for a workshop for which you are registered without cancellation, no refund will be issued.